



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

### Specific Approval Requested:

☐ Preliminary Plan                      ☐ Final Plan                      ☐ Change in Use  
(Site plan, building elevations, landscaping, lighting, etc.)      (Complete "OG" Checklist)

☐ Wireless Transmission Facility      ☐ Landscaping (only)      ☐ Lighting (only)

☐ Revision/amendment to an approved plan  
Description of requested change: \_\_\_\_\_

☐ Other; Explain \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Previous Tenant: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Developer's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lessee's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Zoning District where project is to be located: \_\_\_\_\_

**Describe project item(s) to be reviewed:** *(please attach additional sheets or letter of description if needed)*

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**All applicable parties shown below must sign the application:**

\_\_\_\_\_  
**Print Name of Applicant**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Print Name of Property Owner**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Print Name of Developer**

\_\_\_\_\_  
**Signature of Developer**

\_\_\_\_\_  
**Print Name of Lessee**

\_\_\_\_\_  
**Signature of Lessee**

*By these signatures, we attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on our part not to submit any of the required information may result in the removal of the application from the agenda.*

***DISCLOSURE OF OWNERSHIP INTERESTS***

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

1. **For Profit Entities.** If the owner of the land which is the subject of this Application (including all owners, lessees and developers) is a for-profit entity, i.e. individual or sole proprietor, general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner. (If another business entity owns 10% or more of the ownership interests in the Owner, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_

Lessee: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature of Lessee:** \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature of Developer:** \_\_\_\_\_

Persons or Entities\* Owning 10% or More of the Ownership Interests of the Owner:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*See language in parenthesis above.

2. **Not-for-Profit Entities.** If the owner of the land which is the subject of this application (including all owners, lessees and developers) is a not for profit entity, the authorized representative of the Owner must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

**Authorized Signature for Applicant:** \_\_\_\_\_

President or Equivalent

Chief Executive Officer: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Members of the Board of Directors of the Owner:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Note that approval of the application is based upon information provided herein and any change in this information including any change in ownership interests of the subject real property, after filing the application, may result in reconsideration of any approval.**

**The Applicant/Property Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the owner/lessee and developer shall be required to join in the project development contract with the City and the obligations of the project development contract shall be the joint and several obligations of the developer, owner, and lessee.**

**The following materials shall be submitted with ALL Design Review Commission Applications:**

1. 2-Completed application form and Design Review Commission Checklist with associated materials
2. 2-Completed disclosure form, which makes up the last two pages of this application
3. 2- sets of full-sized drawings, if applicable (including, but not limited to, site plan, building elevations, landscaping plan, lighting plan, grading plan, tree plan, etc., as applicable to the request); and **5 set of plans on 11”X17” paper.**
  - **ALL PLANS MUST BE STAMPED AND SEALED BY THE APPROPRIATE PROFESSIONAL**
  - **All plans must be folded to fit a legal size folder**
  - Drawings must be scaled and all drawings shall be at the same scale, if possible
  - Dimensions must be marked
4. **CD of the application, all plans, and all other supporting documents in PDF and/or .jpg format** (or other format, as approved by the City)
5. Samples of the paint, brick, siding material, roofing material, and any other construction materials for which approval is requested. Provide 5 copies of a color rendering of proposed buildings.
6. Provide the appropriate fee as shown below.

***ALL FEES ARE NON-REFUNDABLE***

<b>Request</b>	<b>Fee *</b>
Preliminary Plan Review	\$250.00
Final Plan Review	\$250.00
Change in Use	\$150.00
Wireless Transmission Facility (WTF)	\$500.00
Sign	\$150.00
Sign Package (applications including 2 or more signs)	base \$150.00 + \$20.00 for each additional sign
Sign Policy	\$100.00
Sign Variance	\$100.00
Misc. DRC	\$100.00

***\* Note: All fees effective July 1, 2017.***

**\*ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE SUBMITTER MUST RECEIVE A RECEIPT FROM STAFF**